

Effective 31 January 1994

Personnel Selection and Classification

Screening Tests

This UPDATE printing publishes a revised regulation which is effective 31 January 1994. Because of the extensive changes made, no attempt has been made to highlight changed material.

For the Commander:

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Summary. This regulation establishes policy and procedures to govern the administration and use of the Enlistment Screening Test and the Computerized Adaptive Screening Test.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), Fort Knox, KY 40121-2726.

Applicability. This regulation is applicable to all personnel assigned or attached to the United States Army Recruiting Command. Violations of the provisions of this regulation provide a basis for disciplinary action under the Uniform Code of Military Justice or civil service regulations, as applicable.

Supplementation. Supplementation of this regulation is prohibited.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UP-DATE.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Recruiting Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended

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- d. EST — Enlistment Screening Test
- e. JOIN — Joint Optical Information Network
- f. RA — Regular Army
- g. RS — recruiting station
- h. USAR — United States Army Reserve

4. Policy

a. All recruiting personnel, Regular Army (RA) and United States Army Reserve (USAR), will be knowledgeable of the policies and procedures governing the administration of the respective screening test and use of EST material and CAST software.

b. Recruiters will administer the EST or CAST to all applicants except those with passing test scores from the Armed Services Vocational Aptitude Battery (ASVAB) tests taken within the last 2 years. Strict adherence to testing procedures is required to ensure that EST or CAST results are useful as a predictor of ASVAB results.

c. All prospects, RA or USAR, will be administered either the EST or CAST prior to being sent to an examining test site (Mobile Examining Team or Military Entrance Processing Station) for enlistment processing.

d. CAST is the preferred method of screening and will be used in conjunction with the Joint Optical Information Network (JOIN) sales presentation during the prequalification step of the sales interview.

e. Prospects identified as having an extremely low potential for meeting or exceeding the predicted Armed Forces Qualification Test

(AFQT) percentile scores in figure 1 or table 1 should be discouraged from further processing.

f. A prospect will not be administered a retest with either the CAST or EST within 30 days of previous administration of either screening instrument.

g. EST may be administered outside the recruiting station (RS) (i.e., housecalls, schools visits, etc.), or when JOIN equipment is not available for use. Testing materials will be safeguarded at all times.

h. The screening test score will be entered on USAREC Fm 200-C (Prospect Data Record).

5. Responsibilities

a. Director of Recruiting Operations, Plans and Policy Division, United States Army Recruiting Command, is responsible for staff supervision of EST and CAST programs.

b. Commanders at all levels will monitor screening test programs to ensure compliance with this regulation.

c. RS commanders will:

(1) Ensure that copies of EST materials and CAST backup copies of software are available in the RS in sufficient quantity in accordance with paragraph 10.

(2) Inventory EST material semiannually and CAST software annually for accountability and condition with a member of the company leadership team. EST material that is worn, separated, or otherwise unserviceable will be reported and turned in to the company leadership team for

Appendix A. References

1. Purpose

This regulation establishes policy and procedures to govern the administration and use of the Enlistment Screening Test (EST) and the Computerized Adaptive Screening Test (CAST).

2. References

For related publications and blank forms see appendix A.

3. Explanation of abbreviations

- a. AFQT — Armed Forces Qualification Test
- b. ASVAB — Armed Services Vocational Aptitude Battery
- c. CAST — Computerized Adaptive Screening Test

*This regulation supersedes USAREC Regulation 611-4, 9 August 1988.

immediate replacement. The unserviceable CAST software will be destroyed and replaced with a backup copy.

(3) Ensure that EST materials are used correctly and covered with DA Label 87 (For Official Use Only Cover Sheet) when not in use.

(4) Ensure that the CAST is used in conjunction with the prequalification step of the sales presentation.

(5) Ensure field recruiters administer the EST or CAST in accordance with paragraph 7.

(6) Ensure strict adherence to the policies and procedures in this regulation to preclude unauthorized preenlistment training.

d. Field recruiters.

(1) Field recruiters will:

(a) Ensure that the EST or CAST is administered in accordance with paragraph 7.

(b) Ensure that the administration of the EST outside of the RS is in strict compliance with paragraphs 7 through 9. This includes the prospect's residence, provided the recruiter is present to properly supervise test administration and to safeguard the test material.

(c) Maintain a supply of DOD Pam 1304.12Z for prospect familiarization with test, and advise prospect that commercial study guides are available at stores and libraries.

(d) Be familiar with this regulation, directions contained in the EST booklet, and instructions contained on the CAST introductory screens prior to administering either screening test.

(2) Field recruiters will not:

(a) Administer the EST or CAST until an initial interview, resulting in determination of the prospect's basic qualification for enlistment, has been accomplished. Persons determined not qualified for enlistment will not be tested.

(b) Work any problem with the prospect, including missed questions on the EST or CAST. So called "chalkboard drills" or any study sessions are prohibited. However, prospects can be advised of weak areas as revealed by the EST in order to work at these prior to taking the ASVAB.

(c) Maintain or possess any commercial ASVAB study guides or advocate any commercial guide by name.

(d) Show an EST to a prospect for the purpose of test familiarization.

(e) Alter EST booklets from their published forms (i.e., put in a three-ring binder, separate pages and put in document protectors, etc.). Copies of the EST booklets which are no longer serviceable (pages separated, answers permanently circled in test booklet, etc.) will not be used for administration of the test to prospects.

(f) Administer the CAST for familiarization or purposes other than screening RA or USAR prospects.

e. Recruiter aides will not administer screening tests.

6. EST and CAST

The EST and CAST are designed:

a. To be used as guides in determining whether or not a prospect should be sent to the

Military Entrance Processing Station or Mobile Examining Team test site for ASVAB testing and enlistment processing.

b. To serve as aides to screen out prospects with a high probability of enlistment disqualification due to predictive ASVAB test scores.

c. To enable the recruiter to identify early in the sales process enlistment options for which the prospect may be qualified.

d. For easy administration and scoring; additionally, the EST can be administered in the prospect's home when monitored by the recruiter. The CAST is designed for administration and scoring by the JOIN system.

7. Test administration

a. Testing with the EST will be conducted as follows:

(1) Select a testing area that affords minimum distractions which includes a flat surface for writing, proper lighting, and a comfortable temperature range in which to take the test.

(2) If more than one prospect is testing, care will be taken to prevent unauthorized assistance between examinees.

(3) Furnish each examinee with:

(a) One copy of the EST, either AFPT 900 (Enlistment Screening Test (EST 81a)) or AFPT 901 (Enlistment Screening Test (81b)).

(b) One answer sheet, AFPT 902 (EST Answer Sheet).

(c) Scratch paper.

(d) Two pencils.

(4) Prior to testing, prospects will be instructed to read all directions contained within the EST booklet. This includes directions preceding part I, directions for part I, and directions for part II. Questions concerning these directions will be answered by the recruiter for the examinee. There will be no translation or explanation in a language other than English.

(5) As a minimum, prospects should be allowed at least 45 minutes to complete the EST. However, at no time will the prospect be allowed to test beyond a 60-minute maximum time limit.

(6) Recruiters will, where possible, remain in the immediate vicinity with the examinee during testing. Friends and family of the prospect will not be left alone with the examinee while the test is in progress.

(7) Upon completion of the test, the recruiter will collect all EST materials and immediately check them for stray marks or other "doodlings" which can be erased. Additionally, a check will be made to see that all pages are intact in the EST booklet and ensure the booklet is serviceable for continued use.

b. Testing with the CAST will be conducted as follows:

(1) Test area should allow the prospect minimum distractions, proper lighting, and a comfortable area in which to take the screening test.

(2) Furnish the examinee with:

(a) The detachable key pad.

(b) Scratch paper.

(c) Two pencils.

(3) Instruct the prospect to read the directions

located on the "user friendly" screens prior to testing.

(4) There is no time limit on the CAST. However, if the prospect is obviously having difficulty with directions or test items, the recruiter must make a decision to start the test again, continue, or stop the test.

(5) Recruiters must be familiar with the procedures taken when the prospect has been "locked out" of the JOIN system for giving inappropriate answer responses.

(6) Upon completion of the CAST, the recruiter will continue the sales presentation by entering the "passcode" into the JOIN system. The prospect will be shown his or her results on the video monitor and be provided with a personal copy of the results at the discretion of the recruiter. A copy will be retained at the RS.

8. Scoring

a. The AFPT 903 (EST Scoring Key) for EST 81a and 81b is part of the EST set issued to each recruiter. Aligning the scoring key over the EST answer sheet, the recruiter will check the number correct and then obtain the expected AFQT score from the EST conversion table provided at table 1. The expected AFQT score will then be recorded in the block designated test score data and circle "EST" on USAREC Fm 200-C.

b. Recruiters will inform examinees of their EST results and explain what their score means in relation to eligibility for enlistment. Answer sheets will be collected by the RS commander and filed in accordance with AR 25-400-2, file number 601-222a.

c. The CAST is scored by the JOIN system. The predicted AFQT range of performance will then be recorded in the block designated test score data and circle "CAST" on the USAREC Fm 200-C. Prospects will be asked word knowledge and arithmetic reasoning questions.

9. Safeguarding the EST materials and CAST software

a. EST materials are designated "FOR OFFICIAL USE ONLY" and will be handled, stored, transmitted, and destroyed in accordance with AR 25-55, chapter 4.

b. CAST program diskette will be stored and secured in the space provided in the JOIN cabinet.

10. Supply of EST materials

a. Each RS will have one copy of EST 81a or 81b, with scoring key, per recruiter. Recruiting battalions should establish local control procedures to ensure accountability. Requisitions for new EST materials can be made by the designated recruiting battalion test control officer, by ordering from Headquarters, United States Army Recruiting Command (RCIM-RMP-AS), Fort Knox, KY 40121-2726. Reprinting or copying of EST materials is not authorized.

b. One CAST program diskette is issued for each JOIN system. A backup copy will be made of the CAST program for use in the event that the initial issued program is damaged.

The CAST predicts your probable performance on the AFQT. The figure presented below shows your predicted range of performance on AFQT. Chances are 68 out of 100 that you would perform within the shaded range of performance. Chances are 90 out of 100 that you would perform within the entire highlighted range of performance. You are most likely to perform near the center of the shaded area. These probabilities are based on data that was provided by about 6,000 examinees who have taken both CAST and AFQT.

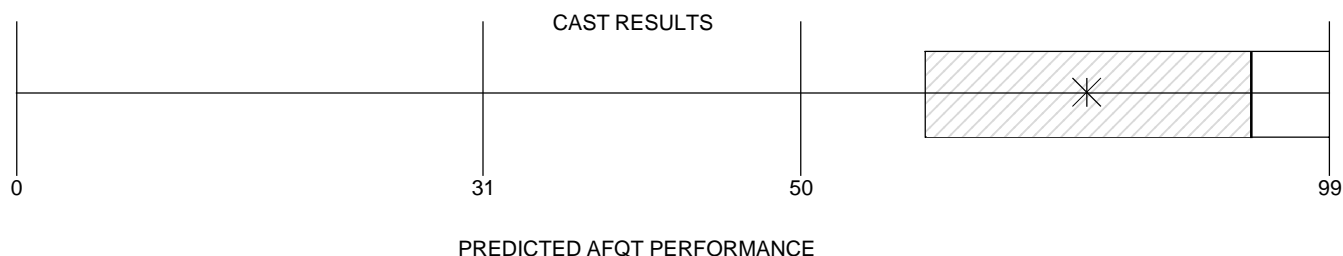


Figure 1. Sample of a CAST printout

Table 1
EST conversion table

Equating of raw scores for EST Forms 81a and 81b to the AFQT percentiles of the 1980 METRIC	
Raw EST Score	1980 AFQT Percentile
1-11	2
12	3
13	4
14	4
15	5
16	6
17	8
18	10
19	11
20	12
21	13
22	13
23	14
24	15
25	17
26	18
27	19
28	22
29	23
30	25
31	27
32	29
33	32
34	35
35	38
36	39
37	41
38	44
39	46
40	47
41	50
42	56
43	60
44	67
45	73
46	79
47	89
48	98

Appendix A

References

Section I

Related Publications

AR 25-55 with USAREC Suppl 1 thereto

The Department of the Army Freedom of Information Act.

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

DOD Pam 1304.12Z

Armed Services Vocational Aptitude Battery (ASVAB) Information Pamphlet.

Section II

Related Forms

AFPT 900

Enlistment Screening Test (EST 81a).

AFPT 901

Enlistment Screening Test (EST 81b).

AFPT 902

EST Answer Sheet.

AFPT 903

EST Scoring Key.

DA Label 87

For Official Use Only Cover Sheet.

USAREC Fm 200-C

Prospect Data Record.